

RECORD OF PERFORMANCE QUALIFICATIONS
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INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material for Coast Guard publications is available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, or the U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

RATING

YEOMAN (Effective for MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

ABBREVIATION

YN

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

EMPLID NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

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<p>A. PAY AND PERSONNEL</p> <p>SupGuide: Throughout this section the term “members” refers to both Active Duty and/or Reserve Personnel. Also, when counseling Members on procedures, application of Direct Access/SDA II may be necessary.</p> <p>4.A.01 Counsel members on policies and procedures for the following types of Leave and Liberty IAW Personnel Manual, COMDTINST M1000.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Regular • Emergency • Compensatory Absence • Advance • Excess • Sick • Maternity <p>4.A.02 Counsel members on policies and procedures for Bonds and Allotments IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and Direct Access Online Reference Guide.</p> <p>SupGuide: To include explanation of starting and stopping, non-receipt, change, types of bonds, and discretionary and non-discretionary allotments.</p> <p>4.A.03 Counsel members on policies and procedures for Payment Option Elections (POE) IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and Direct Access Online Reference Guide.</p> <p>4.A.04 Counsel members on policies and procedures for Family/Member Dental Plan Election IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
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<p>4.A.05 Process BAH/Dependency Emergency Data Form transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.06 Process Emergency Contact Data transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.07 Process Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay If Missing or Unable to Transmit Fund Transactions form IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.08 Counsel members on policies and procedures for Service Members' Group Life Insurance (SGLI) Election and optional family coverage IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Service Members' and Veterans' Group Life Insurance Handbook, VA Handbook 29-75-1 and Direct Access Online Reference Guide.</p> <p>4.A.09 Maintain the following Military Personnel Data Records (PDR) IAW Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series).</p> <ul style="list-style-type: none"> • Servicing Personnel Office (SPO) • Unit 		
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<p>4.A.10 Verify the following service dates/times IAW Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Creditable Service • Active Duty Base Date • Pay Base Date • Expiration of Enlistment • Date of Rank • Creditable Sea Duty <p>SupGuide: To include calculating and adjusting the above dates and times, as required, including deductible time.</p> <p>4.A.11 Process the following expiration of enlistment transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> • Extension of Enlistment • Re-extension of Enlistment • Reenlistment • Indefinite Reenlistment <p>SupGuide: To include calculating Selective Reenlistment Bonus (SRB), SELRES bonus, Leave (Lump Sum Leave payments, Leave Loss, and Leave Balance) and drafting of Administrative Remarks, CG-3307. Performer will assist member with review/preparation of worksheet, and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.12 Counsel members on pay and allowance variations using the Leave and Earnings Statement (LES) IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>4.A.13 Counsel members on non-receipt of pay IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
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<p>4.A.14 Process the following allowances IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide, Coast Guard Housing Manual, COMDTINST M11101.13 (series) and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> • Housing • Subsistence • Family Separation • Cost of Living <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.15 Counsel members on entitlement procedures for obtaining the following Armed Forces Identification Cards IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Active Duty • Dependent • Selective Reserve • Retired <p>4.A.16 Process members for Retirements IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p>		
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<p>4.A.17 Process members for Discharges IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.18 Process members for Release from Active Duty IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.19 Prepare advancement certificates IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>4.A.20 Prepare Good Conduct certificates IAW Medals and Awards Manual, COMDTINST M1650.25 (series).</p> <p>5.A.01 Counsel members on policies and procedures for BAH/Dependency eligibility IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.02 Counsel members on policies and procedures for Emergency Contact Data IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
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<p>5.A.03 Counsel members on policies and procedures for Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay If Missing or Unable to Transmit Funds IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.04 Counsel members on policies and procedures for the following expiration of enlistment options IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Extension of Enlistment • Re-extension of Enlistment • Reenlistment • Indefinite Reenlistment <p>SupGuide: To include SRB, SELRES bonus as published in current ALCOAST issued by Commandant (G-W) .</p> <p>5.A.05 Counsel members on the following allowances IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations, Coast Guard Housing Manual, COMDTINST M11101.13 (series) and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Housing • Subsistence • Family Separation • Cost of Living <p>SupGuide: To include the different types of allowances.</p> <p>5.A.06 Assist members in preparing a request for the following assignments IAW Personnel Manual, COMDTINST M1000.6 (series).</p> <ul style="list-style-type: none"> • Humanitarian • Mutual Exchange of Station • Unilateral Transfers 		
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<p>5.A.07 Counsel members on policies and procedures for Retirements IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.08 Counsel members on policies and procedures for Discharges IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.09 Counsel members on policies and procedures for Release from Active Duty IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>6.A.01 Counsel members on the eligibility and procedures for the following special pay entitlements IAW Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Career Sea Pay • Career Sea Pay Premium • Special Duty Assignment Pay <p>6.A.02 Complete the documentation for NJP proceedings IAW Uniform Code of Military Justice (UCMJ), Military Justice Manual, COMDTINST M5810.1 (series), Military Personnel Security Program, COMDTINST M5520.12 (series), Personnel Manual, COMDTINST M1000.6 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>6.A.03 Assist members with the following requests IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Remission of Indebtedness • Waiver of Indebtedness 		
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<p>6.A.04 Counsel members on policies and procedures for Career Status Bonus IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>SupGuide: To include entitlement, recoupment, election procedures and Date of Initial Entry To Military Service (DIEMS).</p> <p>6.A.05 Counsel members on Annuities and Premiums for the Survivor Benefit Plan (SBP)/Reserve Component Survivor Benefit Plan (RC-SBP)/Supplemental Survivor Benefit Plan (SSBP) IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>7.A.01 Prepare Administrative Discharge Recommendations IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>B. TRAVEL AND TRANSPORTATION</p> <p>4.B.01 Counsel members on the following PCS entitlements IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Advance Pay • Advance Pay and Allowances • Dislocation Allowance • Temporary Lodging Expense • MALT and Per Diem • Temporary Lodging Allowance • Consecutive Overseas Tour (COT) <p>SupGuide: Performer will include calculations.</p> <p>4.B.02 Counsel members on entitlements for TDY orders IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <p>SupGuide: Verify order issuing authority via Direct Access/Airport Terminal.</p>		
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<p>4.B.03 Process the following travel and transportation orders IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> • Single IDT Drill • Multiple IDT Drill • Readiness Management Period • Active Duty for Training (ADT) • Active Duty Other than for Training (ADOT) • Reserve Mobilization <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.B.04 Counsel members on the entitlements for the following types of travel orders IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Policies and Procedures Concerning Travel Orders to Class "A" School of Less than 20 weeks, COMDTINST 4600.15 (series) and Direct Access Online Reference Guide.</p> <ul style="list-style-type: none"> • PCS/TEMDU • PCS orders • Class "A" School orders <p>SupGuide: Verify order issuing authority via Direct Access/Airport Terminal.</p>		
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<p>5.B.01 Counsel members on travel and transportation entitlements for the following types of travel orders Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Single IDT Drill • Multiple IDT Drill • Readiness Management Period • Active Duty for Training (ADT) • Active Duty Other than for Training (ADOT) • Reserve Mobilization <p>5.B.02 Counsel members on shipment/storage of Privately Owned Vehicles (POV) IAW Personal Property Transportation Manual, COMDTINST M4050.6 (series) and Joint Federal Travel Regulations.</p> <p>5.B.03 Counsel members on the following travel/transportation vouchers IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Unit Travel System (UTS) User Guide.</p> <ul style="list-style-type: none"> • Local • TDY • PCS • Self Procured Move <p>SupGuide: Performer will utilize UTS when applicable.</p>		
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<p>6.B.01 Counsel members on the following Household goods entitlements IAW Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Storage in transit • Non-Temporary Storage • Unaccompanied Baggage • Household goods • Self-Procured Method of Transportation <p>6.B.02 Review travel/transportation voucher IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Unit Travel System (UTS) User Guide.</p> <p>C. ADMINISTRATION</p> <p>4.C.01 Prepare the following correspondence IAW The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series), Standard Distribution List, COMDTNOTE 5605.</p> <ul style="list-style-type: none"> • Memorandum Letter • Business Letter • Endorsements <p>4.C.02 Prepare Administrative Remarks IAW Preparation and Submission of Administrative Remarks, CG-3307, COMDTINST 1000.14 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.C.01 Maintain a directives library IAW The Coast Guard Directives System, COMDTINST M5215.6 (series), Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series) and Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600.</p> <ul style="list-style-type: none"> • Enter changes to directives. • File directives. • Order directives. 		
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<p>5.C.02 Maintain unit correspondence files IAW Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series) and Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series).</p> <p>7.C.01 Draft the following directives IAW The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), The Coast Guard Directives System, COMDTINST M5215.6 (series) and Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series).</p> <ul style="list-style-type: none"> • Instructions • Notices <p>7.C.02 Assist members with Personnel Records Review Board requests IAW Personnel Manual, COMDTINST M1000.6 (series).</p> <p>7.C.03 Assist members with Board of Correction Military Records requests IAW Personnel Manual, COMDTINST M1000.6 (series).</p>		
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<p>GLOSSARY</p> <p>Assist - Give aid by participating in a task.</p> <p>Complete - Bring to an end, especially into a perfected state.</p> <p>Counsel - Provide information and advice on a subject.</p> <p>Draft - Draw the preliminary version or plan of a written document.</p> <p>Maintain - Hold or keep in a proper state or condition of validity.</p> <p>Prepare - Combine elements and produce a product; to make ready.</p> <p>Process - Initiate a series of actions or operations leading to a particular end.</p> <p>Review - Examine critically or deliberately to determine correctness.</p> <p>Verify - Prove; confirm; substantiate; authenticate.</p> <p>REFERENCE MATERIAL (hyperlinks provided where available) Reference material for Coast Guard publications is available through the U.S. Coast Guard Directives System <u>Intranet</u> site accessible at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm or the U.S. Coast Guard Directives System <u>Internet</u> site accessible at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm or your unit administrative library, or from other government sources.</p> <p>ALCOASTs http://cgweb.comdt.uscg.mil/hsc t-4/commcen/default.html</p> <p>Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)</p> <p>Medals and Awards Manual, COMDTINST M1650.25 (series)</p> <p>CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series)</p> <p>Coast Guard Housing Manual, COMDTINST M11101.13 (series)</p> <p>Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series)</p> <p>Direct Access Online Reference Guide http://www.uscg.mil/hq/psc/cghrms/index.htm</p>		
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<p>Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600</p> <p>Joint Federal Travel Regulations http://www.dtic.mil/perdiem/trvlregs.html</p> <p>Military Justice Manual, COMDTINST M5810.1 (series)</p> <p>Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)</p> <p>Military Personnel Security Program, COMDTINST M5520.12 (series)</p> <p>Personal Property Transportation Manual, COMDTINST M4050.6 (series)</p> <p>Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series)</p> <p>Personnel Manual, COMDTINST M1000.6 (series)</p> <p>Preparation and Submission of Administrative Remarks (CG-3307), COMDTINST 1000.14 (series)</p> <p>Reserve Policy Manual, COMDTINST M1001.28 (series)</p> <p>Source Data Automation II User Manual, PSCINST M5231.2 (series) http://cgweb.uscg.mil/g-w/psc/sdaii.shtm</p> <p>Service Members' and Veterans' Group Life Insurance Handbook, VA Handbook 29-75-1</p> <p>Standard Distribution List, COMDTNOTE 5605</p> <p>Standard Subject Identification Codes (SSIC), COMDTINST M5210.5 (series)</p> <p>The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (series)</p> <p>The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series)</p> <p>Uniform Code of Military Justice (UCMJ)</p> <p>Unit Travel System (UTS) User Guide</p> <p>U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)</p>		
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